

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: Southside
 Period: August, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase I					
(8)Print Alltel/Triton/Verizon tower/sector info	Brunswick			0.5	Used for sector assignments in N.C./VA
(9)Coordinate installation of Admin lines	Brunswick			3.25	J. Menendez/Verizon, Leslie Weddington/S. Brodnax
(9)Coordinate installation of CPE equipment	Brunswick			6	Resolve installation schedule issues
(9)On-sites/conference calls ref CPE equipment	Brunswick			8.25	Verified inventory/schedule changesw/Verizon/PSAP
(9)T/C Lisa B. T-mobile, Bob Layman/Ntelos	Brunswick			0.75	Ned Awad/Sprint ref status of PSAP
(10)On-sites w/Maj. Roberts/Leslie Weddington	Brunswick			3	Shirley Brodnax ref status/issues w/ implementation
(10)Follow-up on CPE installation issues/schedule	Brunswick			4	Paul Fleshhood, Walt Meir, J. Menendez/Verizon& PSAP
(15)Assist w/ True-up	Brunswick			5	Prepare report review documentation
(7)T/C Aaron Hickman	Cumberland			1.75	Orientation on PSAP status
(9)TCS request	Cumberland			0.25	Request for time line of Continuity and Drive testing
(10) On-site visits	Cumberland			2.25	Prepare for and on site visit w/ Aaron Hickman
(10)E-mail Aston Cole & Aaron Hickman	Cumberland			0.25	Request for Continuity and Drive testing
(10)New PSAP Coordinator	Cumberland			1	Update all files
(15)True-up	Cumberland			0.5	Review filed true-up
(10)Alltel, Sprint	Dinwiddie			0.25	Updates
(10)T/C Deniss Absher	Dinwiddie			0.5	Status updates from TCS
(15)Assist w/ True-up	Dinwiddie			1	T/C and carry over cover letters
(10)On-sites w/Gerry Spates/Gilbert Wood	Farmville			1.5	PSAP status and new facility
(10)Sprint, TCS, US Cellular	Farmville			0.5	Updates
(15)On-sites w/Gerry Spates/Gilbert Wood	Farmville			0.5	True-up documentation

(3)USCC, AT&T, Sprint TCS,	Halifax			2.25	Draft, file and send out Phase I request letters
(5)T/C Allen Bober	Halifax			0.25	F/U re: Mutual Aid Agreement
(7)T/C Allen Bober	Halifax			0.25	Directions for on-site
(8)Alltel	Halifax			1.75	Verification sheet, tower location, routing sheet and sector display
(8)Intrado	Halifax			0.25	Boundry maps
(8)E-Mail Ruzanna USCC	Halifax			0.25	USCC tower locations
(8)Alltel, Triton, Verizon	Halifax			0.5	Printed WSP maps of tower & sectors that adjoin NC
(8)T/C Jessica Rakes - Intrado	Halifax			0.25	Alltel routing
(10)T/C Bob Layman - Triton	Halifax			0.5	No coverage in area. Send request letter to ensure coverage at a later date
(10)On-site w/ Allen Bober	Halifax			6.75	Deployment Time line, review building construction
(10)USCC, AT&T, Alltel	Halifax			1	Coordination survey data
(10)T/C Allen Bober	Halifax			1	PSAP status and new facility and Mutual Aid Agreement
(10)Check CMRS reports	Halifax			0.5	Service providers and draft memo
(10)Follow-up w/Allen Bober	Halifax			0.75	re: Alltel CRS
(10)T/C Ruzzanna Boroyan - USCC	Halifax			0.25	Tower Locations
(10)T/C John Garner - AT&T	Halifax			0.25	Area Coverage
(10) US Cellular	Halifax			0.25	Mtg. Re: status of tower loctions
(11)Linda Kenyon	Halifax			0.25	Follow up on-site visit
(15)T/C True-up	Halifax			0.75	Prepare true-up and cover letter
(3)Obtain contact information	Mecklenburg			0.25	Look up WSPs
(7)On-site visit	Mecklenburg			1	Deployment Planning
(7)T/C and correspondance Paul Fleshood	Mecklenburg			2.25	911 calls coming in from out of the wireless area
(8)T-Mobile	Mecklenburg			1	Cell tower location information
(8)Alltel, Triton, Verizon	Mecklenburg			0.5	Printed WSP maps of tower & sectors that adjoin NC
(8)T/C and correspondance Linda Cage	Mecklenburg			2.5	Cell Sector maps and T-Mobile routing sheet
(10)Sprint	Mecklenburg			0.5	Emails re: wireless trunk testing
(10)T/C and correspondance Clark Brule	Mecklenburg			0.25	Service in the area
(10)Alltel, Triton PCS, T-Mobile, Sprint	Mecklenburg			0.5	Updates in the area
(10)T/C Lisa B., Terry Romano, Linda Cage	Mecklenburg			1	T-Mobile Intial Data Request and spread sheet
(10)On-site visits	Mecklenburg			4.75	Prepare for, CR sheets, request for POC, Survey data

(10)T/C and correspondance Linda Cage	Mecklenburg			1.75	Call routing and Initial Data requests
(10)T/C Linda Cage, Bob Layman	Mecklenburg			0.5	Continuity testing for 9/9/03
(10)T/C Correspondance Jenny Bearwood, Judy Middl	Mecklenburg			0.25	Addressing issue
(10) Correspondance Shelly Gunther	Mecklenburg			0.25	Show sectors on routing sheets
(15)T/C On-site true-up	Mecklenburg			7.5	Review, input and carryover documentation
(7)T/C correspondance Gloria Gray	Nottoway			1.25	Scheduling and prep for on-site visit
(8)Gloria Gray, Intrado, TCS, Alltel	Nottoway			2.25	New Alltel Tower #435
(9)Kelly Curd, Sheriff Parrish, Gloria Gray	Nottoway			1.25	Status on CPE upgrade
(10)On-site w/ Gloria Gray	Nottoway			2.25	Prep CR sheets, request for POC, Survey data
(10) Correspondance Ned Awad	Nottoway			0.5	Status of CPE upgrade and eta
(15)True-up	Nottoway			1	True-up documentation
(1)update Plan of Action Sheets	Regional			0.5	FY 05
(7)T/C Martin Bragg Granville, NC	Regional			0.25	Adjoining cell sectors in NC
(8)NC Point of Contact	Regional			0.25	Cell tower and routing considerations
(10)T/C Correspondance Bob Layman	Regional			3.25	Status and delays w/ TCS
(10)T/C correspondance Linda kenyon	Regional			1	Status and delays w/ Alltel
(10)Weekly PSAP contact	Regional			8.25	Prepare and contact
(10)T/C correspondance WSPs	Regional			5.75	Update contacts and coverage areas
(10)T/C correspondance Emmy Isbel	Regional			3.75	Router Plans, NC contacts
(10)Sprint Confernce Call	Regional			1.25	Prepare/call on 8/3/03
(10)T/C Shelly Gunther	Regional			0.5	Intrado - Costs for ANI/Alti Display
(10)T/C correspondance Ned Awad	Regional			1	Extentions/updates/contacts
(10)PSAP file updates	Regional			2.5	LOAs/CMRS reports
(10)On-site visits	Regional			1	Plan/task on-site schedule
(10)T/C Kathy Currati	Regional			0.5	Contact info for Phase I testing
(10)Plans & coordination w/PSAPs/WSPs	Regional			5.25	Planning mtg. W/ Managing Director & Staff
(10)T/C correspondance NC's POC	Regional			2.25	Overlapping/adjoining tower & cell sectors
(10)T/C correspondance Aston Cole	Regional			1	Regional updates/Conf. Call
(10)T/C Alltel, TCS	Regional			0.25	Scheduling and updates/testing
(10)CMRS reports	Regional			1.5	Updates/corrections/notifications
(10)Quick Reference	Regional			2.5	update for Southside
(10)Mutual Aid Agreements	Regional			0.75	Update/edit
(11)WSPs	Regional			0.25	update contacts
(11)Coordinate Emails	Regional			3.5	For/with PSAPs/WSPs
(11)Newsletter	Regional			6.25	Research/creation
(11)Regional Meeting	Regional			17.5	Prep, fromat and conduct
(11)Coorrespondance WSPs	Regional			0.25	Paula's introduction
(12)Monthly report	Regional			15.75	Preparation/submission

(15)True-up	Regional			3.75	Processing FY 03
(15)VITA FY 05 funding	Regional			0.25	Online funding training
Phase II					
(1)Draft letter to Steve Marzolf ref mapping	Amelia			0.75	Need for digitized mapping of available data
(1)T/Cs to S. Marzolf/Dorothy Spears-Dean	Amelia			1	Sgt. Almarode ref. Mapping
(15)T/C correspondence ref True-up FY2003	Amelia			1.25	Sgt. Almarode ref. Documentation
(1)On-site to review mapping/issues for Phase II	Charlotte			2.5	Mtg. W/Lisa Meyers
(3)Draft Phase II request for Verizon & USCC	Charlotte			0.75	Letters signed and mailed/filed for reference
(15)On-site for true-up documentation	Charlotte			2.75	Finalized true-up filed documentation for FY2003
(1) On site visit	Cumberland			1	Prepare for and on site visit w/ Aaron Hickman
(10) T/C Kelly Curd	Cumberland			0.25	Microdata mapping
(15)Assist w/ True-up	Dinwiddie			0.25	Accting and cover letter for FY 03
(1)T/C M. Martin OSSl	Farmville			0.25	F/U re: mapping concrens
(3)Request Letters	Halifax			0.25	Prepare Phase II request letters
(1)Assessment for Phase II	Lunenburg			3.5	Equipment and Tasking
(1)T/C Kelly Curd	Lunenburg			0.5	Upgrades for CPE
(7)T/C Kelly Curd	Lunenburg			0.5	Installation of CPE upgrades
(10) On-site visits w/ Sheriff Adams	Lunenburg			0.75	Prepare and update on-site visit
(15)On-site for true-up documentation	Lunenburg			5.25	Prepare for and on site visit w/ Sheriff Adams
(15)T/C correspondence ref True-up FY2003	Lunenburg			4.5	re: True-up and documentation
(15)True-up	Lunenburg			4	Prepare documentation and true-up
(1)On-site to review mapping/issues for Phase II	Nottoway			1	Funding concerns
(10)Alltel	Nottoway			0.25	update status
(10)T/C Kelly Curd	Nottoway			0.5	CPE contract and Stats package
(10)On-site visit w/ Gloria Gray	Nottoway			1	update status
(1)Mapping RFP	Regional			8	Draft, format, review
(1)ANI/ALI display	Regional			0.5	Reviewed w/ John
(6)PSAP Phase II solutions	Regional			3.5	Reseached and highlighted for PSAPs
(6)Phase II Tasking	Regional			0.25	filed sheets in binders
(7)Met w/ Steve Marsolf/Mel Sheridan	Regional			2	Research ALI format display
(10)Phase II Tasking	Regional			12	Planning,coordinating needs of PSAPs
(10)TCS/Verizon	Regional			1.25	Review Phase II material/requests
(10)Phase II implmentation	Regional			4	Research/deployment mtg./guidelines

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